

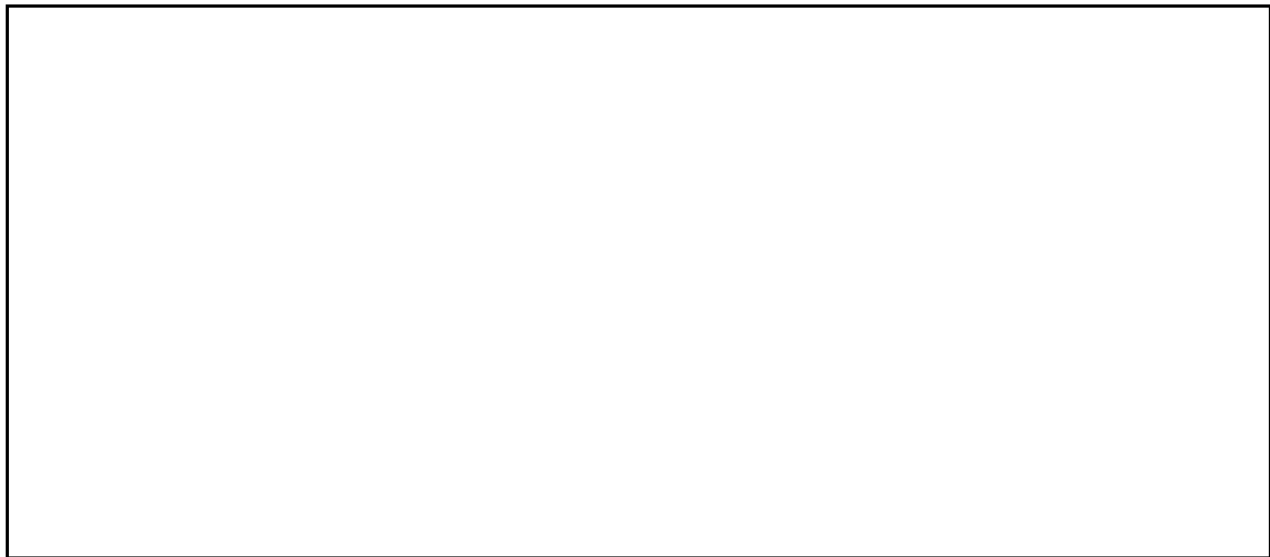
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MAY 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 2 May 1969

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2. Classification Study of [] Positions: The study of telegraphic

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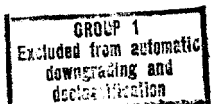
typewriter and communications relay equipment operator positions [] is nearly complete. Information has been obtained from the Radio Corporation of America and the International Telephone and Telegraph Company on hiring and pay practices for comparable positions. These comparisons appear to provide a basis for allocating our worker positions to higher grades.

3. Cooperative Education: Mr. [] has arranged a trip

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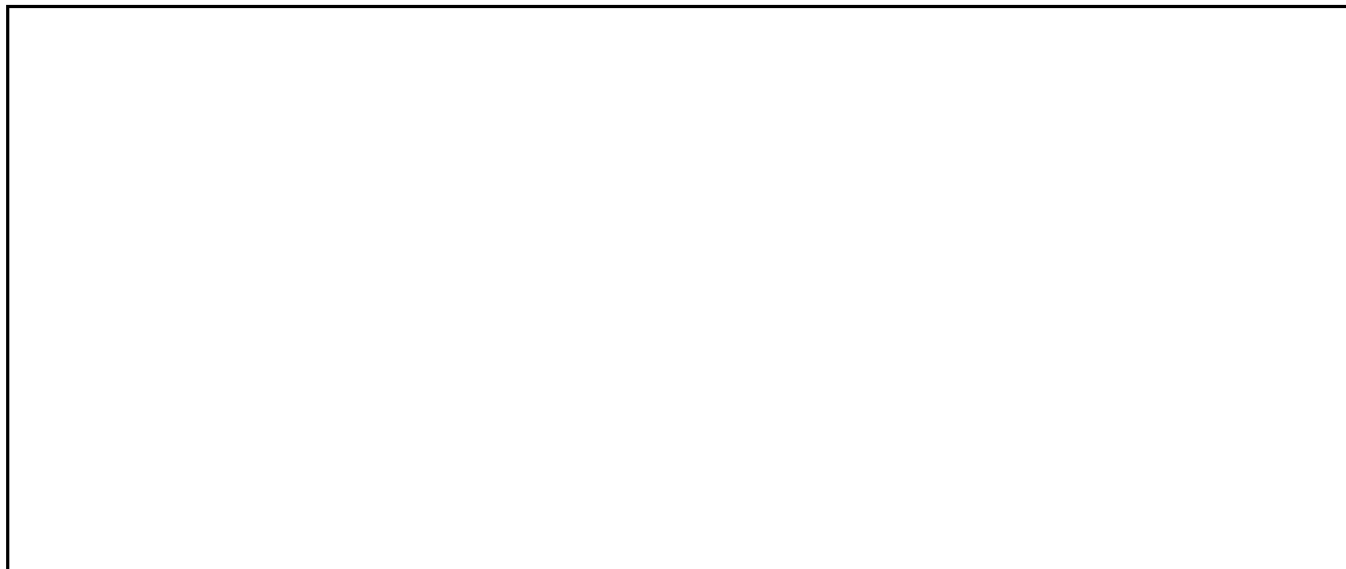
to the campus of Mississippi State University for June 17 to talk to the Dean and members of the Forestry School faculty about our Co-op Program in NPIC. This university is one of the three in the country that has a cooperative education program for forestry students and we hope it will be a good source for photo interpreters.

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5. Honor Awards: The Honor and Merit Awards Board concluded its review of the "TET" package of 82 award recommendations. The recommendations of the Board will be forwarded to the Director in one package as requested by Col. White.

6. Metropolitan Police Boys' Club Campaign: The drive will be conducted during the last two weeks in June in the same manner as in the past. Containers furnished by the Metropolitan Police Department will be placed at appropriate building entrances.

7. Retiree Placement

A. Development of Two Local Job Source Leads: Two very promising sources of job opportunities for our retirees were opened during the past week. One lead was developed through a contact of Mr. 

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and abroad. The contact was exploited and we were well received by the company officials with assurances that a variety of employment opportunities existed within their organization.

The other lead was initially provided the Retirement Affairs Division by Miss Virginia Lynch, Personnel Officer, DOD. This source is a local Executive Search organization, the Professional Staffing Service, headed by a retired government official (Civil Service and Foreign Service background). This organization is a "non-fee" service as regards the job seeker and enjoys a broad range of customer clients. Our External Employment Assistance Branch was invited to work through the organization on any basis we might choose and has already submitted resumes for consideration against current vacancies.

The point worth noting regarding both of these leads is the fact that the initial access to these sources developed through Agency employees not directly involved in the RAD effort. RAD intends to publicize the value of employee contributions to this effort.

B. AID Possibilities for Employment of Agency Employees Retired

Under the Civil Service Retirement System: The Assistant General Counsel of AID, Mr. Ed Dragon, has advised us that retirees from any Federal Retirement System may be re-employed by AID as consultants or experts at full salary with no diminution of annuity.

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He explained that AID has a special legal authority to permit this arrangement. The re-employed annuitant in these circumstances is covered by Social Security. This authority opens up a possible source of employment for our Civil Service retirees. CIARDS retirees, however, appear to be precluded from this exception because of the specific prohibition included in Section 273(a) of the current P.L. 88-643.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

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25X1A OD/Pers/ :mtw (5 May 69)

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28 APR 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 25 April 1969

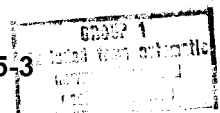
25X1A 1. Inspection Trip: Mr. [] Chief, Recruitment Division, departed on Wednesday, 23 April, for a two-week inspection tour of our western recruitment offices.

25X1A 2. Cooperative Education: After attending the Southeastern Conference of the Cooperative Education Association at Gainesville, Florida two weeks ago, Mr. [] visited Miami-Dade Junior College and interviewed six co-op students who will leave Miami-Dade in the next year and go on to one of Florida's senior colleges with which we are already co-oping. He gave four of the six students application forms. This is our first use of the junior college co-op source!

3. Consultants: The first phase of the annual consultant renewal exercise has been completed. Forms 503 (Justification for Consultant) were sent to the using components during the week of 14 March 1969. All the forms have now been completed, signed and returned to us. Now, we are preparing the annual "book" for approval by the Director.

4. Employment Opportunities for Retirees with Consolidated-Edison of New York: Based on a favorable meeting he had with a representative of the External Employment Assistance Branch in October 1968 when he was with a different employer, Mr. Louis H. Roddis, the new Vice President of the Board of Con-Edison took the initiative to approach the Agency with a view to informing us of a number of job possibilities for our retirees in his new organization.

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6. Savings Bonds: The Keymen's Rally was held in the Auditorium 24 April with the Director of Personnel and Mr. Noel Bride, Assistant Director of Sales, Savings Bond Division, Treasury Department, as speakers. The promotional film starring Rowen & Martin was shown. The campaign will be conducted in the Agency during the month of May.

7. Red Cross Bloodmobile Day is 6 May 1969: While we have only one day scheduled for donations in May, we expect a good turnout and the Red Cross has agreed to extend their time for an additional hour. If the schedule shows signs of backing up, we may have to turn down walk-in donors and request they see their keymen regarding scheduling in the future.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

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MEMORANDUM FOR: Deputy Director for Support

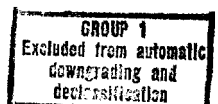
SUBJECT : Office of Personnel Report - Week Ending 18 April 1969

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2. Pending Daniels Bill Sparks Interest in Effect of Provision for Computing Annuities on Basis of High-3: Counselors in the Retirement Affairs Division report a noticeable increase in the number of requests from persons in the retirement pipeline for computation of their annuities on the basis of their "high-3." If the provision for "high-3" (to become effective on 1 January 1970) is enacted into law, we should anticipate requests for extensions of retirement dates to permit requestors to qualify.

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3. Retirement Information Seminar to be Conducted During Week of

20 April 1969: A Retirement Information Seminar, consisting of four sessions, will begin on 22 April. Announcement has been made in Employee Bulletin [] A "full house" is anticipated.

4. Medical Officer Recruitment: At the request of the Office of Medical Services, we arranged for our [] to attend the Industrial Medical Association Convention at Houston on 21-25 April. OMS is seeking to staff a Headquarters position for a clinical physician.

25X1A [] has called IMA Headquarters in Chicago to arrange for reproduction of the resumes of those physicians who registered for placement at the convention. On 23 April he will fly to Houston to collect the resumes and to meet the candidates.

STATSPEC 5. Classification Study: Telegraphic typewriter and communication relay equipment operator positions [] are being reviewed to determine whether the grade structure is adequate to recruit and retain employees. Comparisons have been made with various agencies including the Department of Army, State and USAID.

25X1A 6. Reserve Affairs: For some time there has been a need for some of our Agency Military Reservists to be trained as instructors in order to improve the presentations in the "self-taught" courses conducted by our Reserve Unit. Mr. [] Chief, Reserve Branch, visited school officials at Headquarters, First U. S. Army, Fort Meade, Maryland on Monday, 14 April,

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to make arrangements for our Reservists to attend the Instructors Training Course conducted by First Army. The course is held annually the first two weeks in June at Indiantown Gap Military Reservation, Annville, Pennsylvania. Quotas will be provided to us for those who are interested and desire to attend a course of this type.

Robert S. Wattles
Director of Personnel

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14 APR 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 11 April 1969

1. Payment of Interim Annuity Checks to CIAROS Retirees: The arrangements initiated by us with the Office of Finance to permit the payment of interim annuity checks to retirees whose retirement applications were initiated less than 90 days prior to retirement have been implemented for 13 of the 29 individuals who retired on 28 February 1969. Under the former system, these 13 individuals would have experienced an appreciable delay prior to receipt of their initial annuity checks due to their late initiations of applications. The other 16 cases were paid their regular annuity checks according to schedule.

2. Army Officers - Career Trainees: First Lieutenants []

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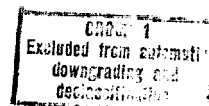
[] U. S. Army officers, were awarded the Army Commendation Medal for outstanding meritorious service while serving their one-year tour with the U. S. Army. They were both Agency-sponsored Career Trainee Officer Candidates before receiving their commissions. It should be noted that the award of the Army Commendation Medal to a junior officer for such a short period of time is quite unusual. The Chief, Mobilization and Military Personnel Division presented the awards to the officers at an appropriate military ceremony.

3. Position Classification Activities:

a. Messrs. [] of the Position

Management and Compensation Division left last week to conduct

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a classification survey at the Miami Station. They plan on auditing about [] at the Station.

b. The survey of the reorganization of the Office of Training is continuing. Preliminary discussion and audits have been conducted.

4. Honor Awards: The 83 honor award recommendations resulting from the TET Offensive of 1968 have been sent to board members for their review prior to the 15 April meeting.

5. Savings Bond Drive: A government-wide kickoff rally will be held by the Treasury Department at the Interdepartmental Auditorium at 10:30 a.m. on 15 April 1969. A representative of the Director of Personnel will attend.

/s/ Robert S. Wattles
Robert S. Wattles
Director of Personnel

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OD/Pers/ [] mtw (14 Apr 69)

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7 APR 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 4 April 1969

1. Processing Contract Data for Inclusion in New ADP Program: On 7 March 1969 the Executive Director-Comptroller requested that the Director of Personnel develop and publish Agency procedures which assure an appropriate flow of information from field installations to the Office of Personnel unit which processes contract data for inclusion in the new ADP program. To this end we drafted a book dispatch and forwarded it to the Clandestine Services for their coordination and publication. The book dispatch has been published and transmitted to all field installations bearing a 3 April 1969 effective date. A copy is attached.

2. Retirement Information Seminar: Invitations to attend the 22-25 April Retirement Information Seminar have been forwarded through the Career Services to the 1974 retirees. The pre-seminar portfolios of retirement literature are being assembled in Retirement Affairs Division and will be provided to each invitee. The printed Agenda has been received and a sample is attached.

3. Northern Virginia Community College Employment Possibilities for Retirees: A working arrangement has been established with administrators at the Northern Virginia Community College whereby our retirees

may submit applications for consideration for possible employment in a variety of Educational, Administration and Faculty positions at the college. The college will open their new campus facilities at Annandale, Virginia in September 1969. The student capacity will be increased from their current enrollment of 5,000 to over 15,000 over a period of the next three years.

At this writing we have submitted seven retiree applications to NVCC.

4. Financial and Estate Planning Seminar -- Second Running:

As mentioned before, the employee interest in attending the "pilot" running of the Financial and Estate Planning Seminar in February 1969 far exceeded the seating capacity of the Auditorium. In order to accommodate over 300 employees who were not able to attend, we plan to present a second running of this seminar on 20-22 May 1969.

Employee inquiries at this time indicate that we will again be over-subscribed.

5. Classification Activity - NPIC: Further study is being made of the proposed combination of photo interpreter and analyst positions in NPIC to provide for better utilization of available employees as well as providing more challenging work for the individual employee.

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6. Display -- Photographs of the President's Visit: The still pictures of the President's visit were put on display in D corridor Tuesday, 1 April. In view of the interest that has been shown, it is planned to continue the display through 11 April.

7. Good Friday Services: Good Friday services were held 4 April with attendance as follows:

Catholic Services	329
Protestant Services	<u>202</u>
Total	531

8. Co-op Conference: Mr. [] will attend the Southeast Conference of the Cooperative Education Association at the University of Florida from 13 - 15 April.

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9. Reserve Affairs: Captain John W. Thornton, U. S. Navy, Special Assistant for POW matters, International Security Affairs, OASD has accepted an invitation to address the Agency Military Reserve members on Monday, 7 April. His presentation will be on the "Code of Conduct and Related Activities."

Robert S. Wattles
Director of Personnel

Atts.

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RETIREMENT INFORMATION SEMINAR

No. 3

22-25 April 1969

AUDITORIUM

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Tuesday, 22 April 1969

9:00 - 9:15 *Welcome*
Chief, Retirement Affairs Division, Office of
Personnel

9:15 - 10:20 *Disengagement and Meaning of Retirement*
DR. LEONARD NADLER, President, Leadership
Resources, Inc.

10:20 - 10:30 *Intermission*

10:30 - 11:30 *Social Security Benefits*
MR. DONALD K. MCBRIDE, Manager, Washing-
ton Office, Social Security Administration

11:30 - 12:00 *Items of General Interest*
Deputy Director of Personnel for Special
Programs

* * * * *

Wednesday, 23 April 1969

9:30 - 10:40 *Civil Service Benefits*
MR. LAWRENCE D. DAVIS, Plans Examiner
(Training Officer), Civil Service Commis-
sion

10:40 - 10:50 *Intermission*

10:50 - 12:00 *Housing*
MRS. MARIE C. MCGUIRE, Assistant to the Sec-
retary on Policies Affecting Departmental
Housing Programs, Department of Housing
and Urban Development

Thursday, 24 April 1969

9:30 - 10:40 *Financial Planning*
MR. WILLIAM C. BUELL IV, Partner, Rohr-
baugh and Company

10:40 - 10:50 *Intermission*

10:50 - 12:00 *Legal Aspects and Banking*
MR. KARL F. HEINZMAN, TRUST Officer, Ameri-
can Security and Trust Company

* * * * *

Friday, 25 April 1969

9:30 - 10:00 *Health*
Director of Medical Services

10:00 - 10:30 *Film: "The Rest of Your Life"*

10:30 - 10:40 *Intermission*

10:40 - 12:00 *Second Career*
MR. FREDERIC A. WYATT, Management Consul-
tant, Author and Speaker

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2 APR 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 28 March 1969

1. CIA Retirement and Disability System Question and Answer Booklet:

The CIARDS Question and Answer Booklet (copy attached) has been printed and is ready for distribution through the Career Services.

2. Office of Finance to Issue Interim Annuity Payments to CIARDS

Retirees: The Office of Finance has confirmed that they have accepted and implemented our proposal whereby CIARDS voluntary retirees will be paid special interim annuity checks when it is apparent that normal processing for a regular retirement annuity payment will be delayed more than one month. The interim annuity check will be limited to 75% of the estimated basic annuity entitlement of the retirees. Adjustments will be made as required in subsequent regular monthly annuity payments when official verification of service has been completed.

3. Position Classification Survey of European Division: The survey of European Division headquarters' components is continuing. The proposed changes in organizational structure are substantial and will require several weeks to complete our review and evaluation.

4. "GRAD" System Response: We have received 25 resumes of Electrical Engineers from our query of the "GRAD" system (computer-based resume referral system run by the College Placement Council). The resumes concern engineers who have just completed their military service or will within the next six

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7. Former White House Photographers: Mr. [] and

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Mr. [] detailed

to the White House, entered on duty with this Agency on 31 March 1969,
as Contract Employees for a period of 60 days.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

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OD/Per [] rgs (1 April 1969)

GROUP 1
Excluded from automatic
downgrading and
declassification

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24 MAR 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 21 March 1969

1. Consultants: We started the annual consultant renewal exercise on 14 March 1969. Forms 503 (Justification for Consultant) on each consultant were forwarded to the using components for completion. Our transmittal memorandum requests that the completed forms be returned to us on or before 15 April 1969. Upon return of the 503's, they will be set up in "book" format for final approval by the DCI.

2. Film of the President's Visit: The film of the President's visit to Headquarters was shown to Agency employees 14 times in the Auditorium during the past week. An estimated total of [] employees attended the showings for an average of 93 each time. The largest audience numbered 300 at the 3 p.m. viewing on 21 March.

Arrangements have been made for the film to be shown to our employees this week in the Rosslyn complex, South Building, NFIC, [] 1000 Glebe, [] South Building. Posters have been prepared and will be placed throughout the various buildings announcing the times and locations where the film will be shown.

3. Cooperative Education: Mr. [] is at Purdue University today through Wednesday, 26 March, interviewing Photo Science candidates for our co-op program in NFIC.

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downgrading and
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17 MAR 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 14 March 1969

1. Summer Intern Program: We have asked the recruiters to terminate their search for candidates for Summer Intern positions. They have been very successful and we have more candidates than we need at this time.

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3. Position Classification: At the request of Europe Division officials, we plan on sending a two-man classification team to Europe in August 1969 to conduct a classification survey of the [REDACTED]

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[REDACTED] We anticipate that the trip will take six to eight weeks. A formal request for approval will be submitted to the Special Support Assistant to the DD/S at the appropriate time.

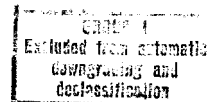
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4. Arrival Ceremony for Prime Minister of Canada: There will be an arrival ceremony on 24 March, at the White House, for the Prime Minister of Canada. The Agency will be expected to send a number of employees to the ceremony. As soon as we receive further information concerning time, number of employees and other details, we will advise the Executive Officer to the DD/S.

Robert S. Wattles

Director of Personnel

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